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# How to install and operate

# the Convé-Filer

10715-9

*Another mechanized tool*
*for modern management . . .*
*by Remington Rand*

## 1 How to install and operate the Convé-Filer

While the Convé-Filer functions primarily as a card filing cabinet, it must also be considered as an office machine which requires reasonable handling in its installation, operation and maintenance.

Give it the same care as any electrically operated machine and it will give more trouble-free service.

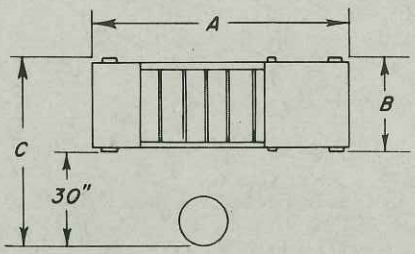
## 2 General Information on Installing Convé-Filer

Two or more units can be placed in a group for greater economy of space as shown on diagram. (A Remington Rand adjustable posture chair is recommended for maximum efficiency.) A standard size chair may be used with the unit if a platform for the operator is provided which is the same height as the floor of the Convé-Filer.

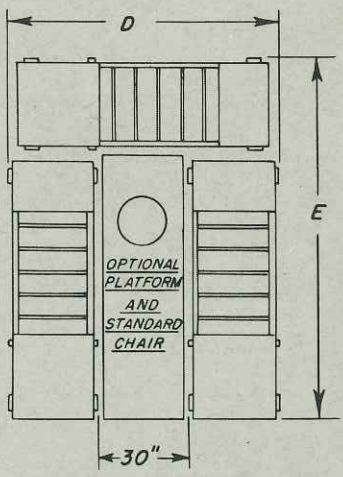
Glides are provided at each corner to level unit. They should be kept screwed into the unit as far as possible. Unit should be level before it is operated.

The Remington Rand office through which you bought your Convé-Filer will be glad to advise you as to any phase of installation.

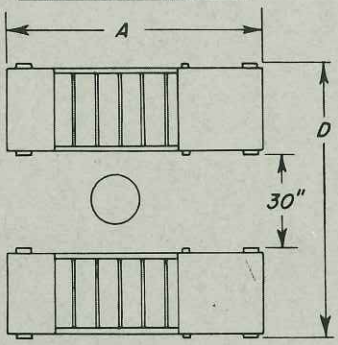
ONE UNIT ARRG'T.



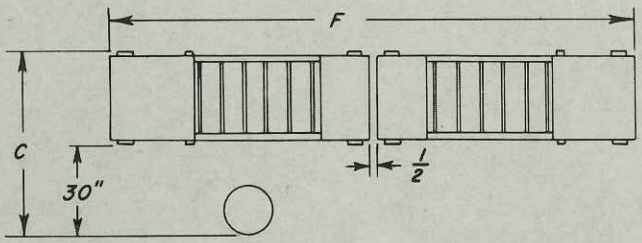

THREE UNIT ARRG'T.




TWO UNIT ARRG'T.




TWO UNIT ARRG'T.




| CATALOG NO. | SIZE | NO. TRAYS PER UNIT | A | B | C | D | E | F | APPROX. O.A. HEIGHT |
|---|---|---|---|---|---|---|---|---|---|
| CVF-2380.2 | MIB BEFORE EASEMENT | 40 DOUBLE | 85 1/16 | 31 | 61 | 92 | 116 1/2 | 170 5/8 | 37 5/8 |
| CVF-2380.2 | MIB | 40 DOUBLE | 86 5/16 | 31 | 61 | 92 | 117 3/4 | 173 1/8 | 38 |
| CVF-5336.5 | 5X3 | 36 | 86 5/16 | 31 | 61 | 92 | 117 3/4 | 173 1/8 | 38 |
| CVF-6428.6 | 6X4 | 28 | 86 9/16 | 31 | 61 | 92 | 118 | 173 5/8 | 41 1/16 |
| CVF-8520.8 | 8X5 | 20 | 83 9/16 | 31 | 61 | 92 | 115 | 167 5/8 | 42 1/2 |
| CVF-8620.8 | 8X6 | 20 | 83 9/16 | 31 | 61 | 92 | 115 | 167 5/8 | 43 1/2 |
| CVF-7320.4 | TAB | 20 | 83 9/16 | 31 | 61 | 92 | 115 | 167 5/8 | 41 11/16 |
| CVF-7320.5 | TAB | 20 | 83 9/16 | 31 | 61 | 92 | 115 | 167 5/8 | 41 11/16 |

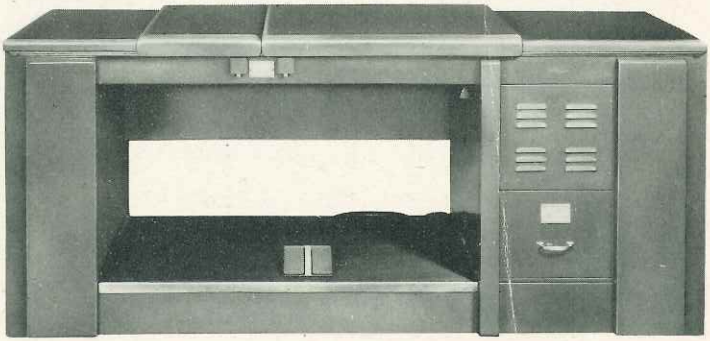
## 3 Making the Electrical Connection

The Convé-Filer unit is ordinarily supplied to operate on the usual 110-120 volt, 60 cycle single phase alternating current (AC). It may be supplied on special orders to work on 110-120 volt direct current (DC), or 110-120 volt, 25 cycle alternating current (AC). A label near the front in the knee-hole space tells which kind of current the unit is equipped to handle. The unit draws up to 2.5 amperes when operating. This is not a very heavy load, but where circuits are already burdened it may be wise to check with your building electrician to prevent overloads and blown fuses.

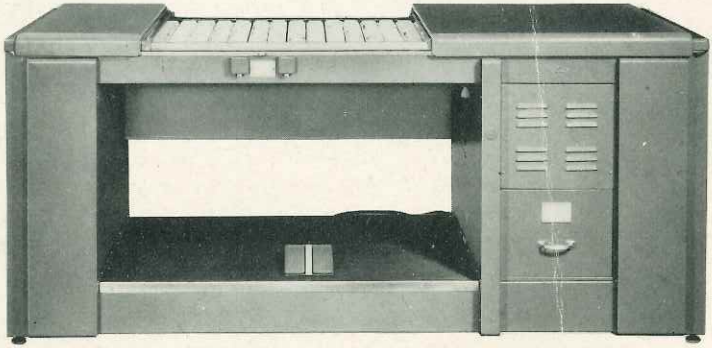
CAUTION: *Make certain that your electric current is the same as that called for on label of unit before plugging the electrical cord into wall outlet. Check with your building electrician if there is any doubt.*

# 4 Installing the Trays

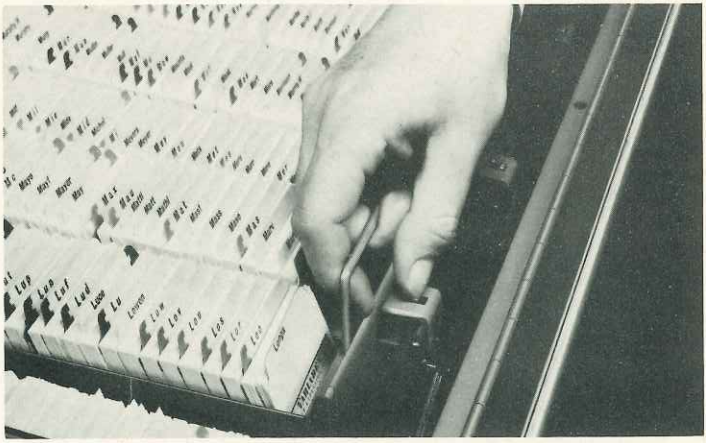
The trays are shipped in separate boxes. After the unit has been placed in its final location and is level, the trays should be unpacked and installed.



*The sliding covers on the unit are locked with the two locks at the front. These may be unlocked with key found in envelope in file drawer at end of unit.*



*When the locks have been released, the covers can be rolled back into the open position.*



*The latches on each of the tray hangers should be released by pulling projection on latch toward center of tray.*

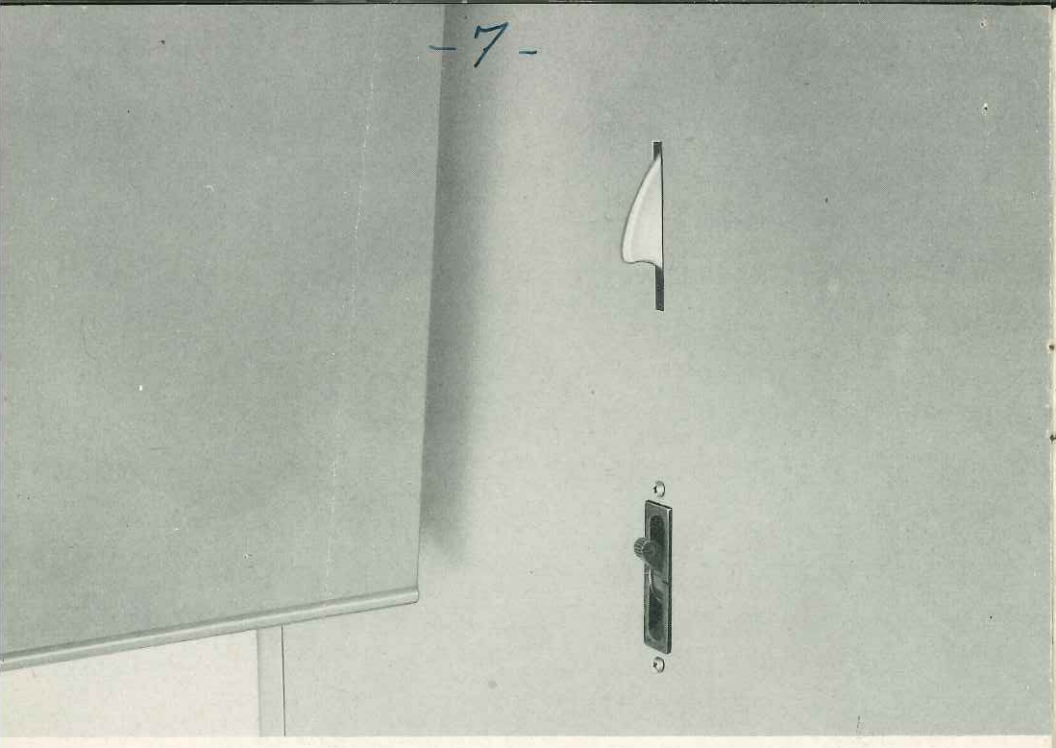
*The ends of the hanger can then be positioned over the stud on the carriers.*

Several trays can be assembled at one setting of the chain. After the first group of trays has been assembled, operate unit by following operating instructions to bring empty section of the unit into the reference opening. It is advisable to have loaded trays evenly distributed throughout the unit to balance the load.

The maximum unbalance in consecutive trays for the various size units should be as follows:

8″x5″ and tabulating—2 trays
6″x4″—3 trays
MIB and 5″x3″—4 trays

It would be feasible to remove additional trays from the unit when operating with the maximum unbalance shown above, provided there are at least two trays left in the unit between open spaces where trays were removed. In other words, on the 8″x5″ and tabulating it would be satisfactory to have every second set of two trays removed; on the 6″x4″ it would be satisfactory to have, alternately, three trays out and two in the unit; in the MIB and 5″x3″ it would be satisfactory to have, alternately, four trays out and two in the unit.

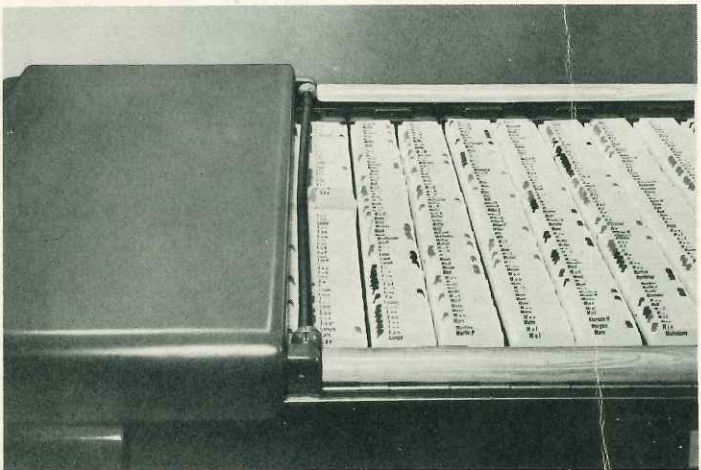


## 5 Operating the Convé-Filer

After plugging the cord of the unit into the wall outlet, the unit it ready to operate. Be sure the circuit breaker handle in the knee-hole space is in the "UP" position. This handle controls the circuit breaker for the protection of the electrical circuit. The unit is then ready to operate by means of the foot switch. Pressing the left switch moves trays to the left, and pressing the right switch moves them to the right.

The best method of operating the foot switch is to have the foot on the partition between the two switches and either pivot or rock the foot to the right or left.

A safety device is mounted at each end of the reference opening. If anything accidentally touches this device, it causes the unit to stop immediately. This throws the circuit breaker handle "down," and in order to operate unit again, it should be snapped "up."



## 6 Manual Operation

If power should fail or unit does not operate automatically, manual operation of the unit is possible by means of a hand crank provided.

First remove 1-7/16″ diameter snap cover on front narrow vertical channel adjacent to knee-hole of unit. Insert crank in end of shaft and turn slightly until it is in proper egagement with shaft. Push the hand crank inward sharply, turning it slightly to be sure gears engage. Crank is held in the "in" position by means of a latch located in the end wall of the knee-hole space. Trays can then be cranked in either direction.

The current is automatically turned off on the machine when the crank is pushed into operating position so there is no danger of accidentally turning the crank by means of the motor.

After crank operation is completed and crank removed, replace snap covers. It is necessary to push up on latch in knee-hole panel before the unit can again be operated by the motor. Be sure the circuit breaker handle is "up."

## 7 Service

The Convé-Filer will give long and satisfactory service when the instructions in this booklet are followed. If the unit should cease to function properly, first check to see if it is receiving the proper voltage supply. If still in doubt as to the reason for failure, call Remington Rand. Competent and experienced servicemen are available at the Remington Rand sales offices in principal cities.

Keenan
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